



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2474

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STATE AND LOCAL  
GOVERNMENT RECORDS  
CLERK OF COUNTY  
COMMISSIONERS  
CLERMONT COUNTY, OH

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

#### General Schedule – All County Offices and Agencies

(Local government entity)

(Unit)

(Signature of responsible official)

Steve Rabolt  
(Name)

County Administrator  
(Title)

5/18/16  
(Date)

### Section B: Records Commission

Clermont County Records Commission  
Records Commission

(513) 735-8660  
(Telephone number)

289 East Main Street  
(Address)

Batavia  
(City)

45103  
(Zip code)

Clermont  
(County)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

6-8-16  
Date

### Section C: Ohio Historical Society - State Archives

Signature

Amanda Dindler Local Government Records Archivist  
Title

6/25/16  
Date

### Section D: Auditor of State

Signature

6-30-16  
Date

Please Note: The State Archives retains RC-2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form

COPIES  
2/17/16

# Schedule of Records Retention and Disposition

## Section E: Records Retention Schedule

### General Schedule – All County Offices and Agencies

(Local government entity)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
G1017-01	<b>AUDIT TRAIL FILES</b> - Data generated during the creation of a database during the processing cycle	28 days (daily backup retention cycle), or transfer to disk.	Electronic		<input type="checkbox"/>
G1017-02	<b>BLANK FORMS</b> - Obsolete, unessential or superseded forms	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-03	<b>COPIES</b> - Internal copies of official records, used for reference	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-04	<b>BULLETINS, POSTERS AND NOTICES</b> - Information used for the sole purpose of informing people of events or other activities, including unsolicited announcements, invitations, etc., not filed as evidence of office operations	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-05	<b>CORRESPONDENCE—EXECUTIVE</b> Documents the Administration of the office and may contain information concerning agency policies, fiscal and personnel matters	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-06	<b>CORRESPONDENCE—GENERAL</b> Documents the operations of the office and may include non-routine requests for information which may pertain to interpretations. (Informative and does not attempt to influence policy)	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-07	<b>CORRESPONDENCE—PERSONAL</b> Any paper or electronic document received and not defined as business related	Destroy immediately	Paper/Electronic		<input type="checkbox"/>
G1017-08	<b>CORRESPONDENCE—ROUTINE/TRANSITORY</b> Requests for routine information, drafts, memos, meeting notices and other documents which serve to convey information of temporary importance	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-09	<b>DEPARTMENTAL POLICIES &amp; PROCEDURES</b> - Adopted and/or implemented, substantial reports & policies	Permanent	Paper/Microfilm		<input type="checkbox"/>

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## General Schedule – All County Offices and Agencies

(Local government entity)

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G1017-10	<b>ELECTRONIC FORMS AND MEDIA</b> – Office copies of computer forms, disks, tapes, cards, etc., used as preliminary input or temporary storage or output control, the results of which are produced or are otherwise available in record form, microfilm, microfiche, or online	Destroy immediately	All Varieties		<input type="checkbox"/>
G1017-11	<b>MINUTES OF AGENCY STAFF MEETINGS</b> – Documents internal policy decisions	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-12	<b>MONTHLY and WEEKLY REPORTS</b> – Documents status of on-going projects and issues; advise supervisors of various events and issues	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-13	<b>SYSTEM BACKUP FILES</b> – To restore system in case of disaster or destruction	Daily backup - 28 days Month-end - 1 year Year-end – 13 months	Tapes/Electronic		<input type="checkbox"/>
G1017-14	<b>TAPE RECORDINGS AND/OR SHORTHAND NOTES</b> - Verbatim recordings of meetings later summarized in other written official proceedings or minutes	Destroy after the approval of the official records.	Tapes		<input type="checkbox"/>
G1017-15	<b>DRAFTS/TRANSIENT RECORDS</b> – Drafts, working documents, memos, phone messages, meeting notices, and other documents that have temporary value	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-16	<b>RECOVERY MEDIA</b> – Records relating to the protection and reestablishment of computer operating systems, data processing services, equipment and data (back up files) in case of a disaster. One copy to be stored off-site	Until updated, superseded, or obsolete	All Media		<input type="checkbox"/>

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G1017-17	<b>EMAIL</b> <u>Transitory</u> —Temporary value  <u>Intermediate</u> —Documents operations of office, requests for non- routine information, etc.  <u>Long Term or Permanent</u> —Documents Administration of office, information regarding policies, personnel, fiscal matters, etc.	Until no longer of administrative value  1 year, or retain according to department's schedule  Retain according to department's schedule in format other than email	Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C. <input type="checkbox"/>	<input type="checkbox"/>
G1017-18	<b>EXPENSE RECORDS</b> – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records	2 years after Fiscal year, provided audited.  Copy maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
G1017-19	<b>PAYROLL WORKSHEETS</b> – Timesheets, Time Cards, Leave Requests, Individual Payroll Deduction Reports, OBES Reports	2 years  Maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>
G1017-20	<b>ELECTRONIC MAIL INFORMATION SYSTEMS/E-MAIL ARCHIVES</b>	3 years <u>Exchange Dumpster</u> – Once the user manually deletes their e-mails from the Deleted Items Folder, the system will purge them on a revolving 14-30 day increment basis as deemed appropriate by the Information Systems Department	Electronic		<input type="checkbox"/>
G1017-21	<b>PROCUREMENT CARD RECORDS</b> – Receipts, Purchasing Logs, Individual Billing Statements and Department Billing Statements	5 years  Copies maintained in County's accounting system per Auditor's retention schedule	Paper/Electronic		<input type="checkbox"/>

## Schedule of Records Retention and Disposition

**General Schedule – All County Offices and Agencies**

(Local government entity)

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G1017-22	<b>SOCIAL MEDIA RECORDS—</b> Transitory and/or Duplicate records including posts to Twitter, Facebook, YouTube and Other Related Applications	Until updated, superseded or obsolete	Electronic		<input type="checkbox"/>
G1017-23	<b>COUNTY AUCTION RECORDS –</b> All records related to the County Auction Process	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-24	<b>ANNUAL INVENTORY –</b> Departmental Inventory of all materials, machinery, tools and other supplies under each county office or department per O.R.C. 305.18	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-25	<b>HEALTH INSURANCE FORMS –</b> Current and former employee's historical insurance forms	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-26	<b>PUBLIC RECORDS REQUESTS –</b> ORC 149.43 - Requests to inspect and review public records to include logs	2 years	Paper/Electronic		<input type="checkbox"/>
G1017-27	<b>VOICE MAIL RECORDS –</b> Messages for recipients received via telephone which can also be stored and accessed in the Countywide Email System	Until no longer of administrative value	Paper/Electronic		<input type="checkbox"/>
G1017-28	<b>VIDEO SURVEILLANCE FILES</b>	No Incident: Maintain until space capacity has been reached, then overwrite  Incident: Copy to another device until all actions are complete, then delete	Electronic		<input type="checkbox"/>
G1017-29	<b>EMPLOYMENT APPLICATIONS—</b> <b>UNSUCCESSFUL CANDIDATES</b>	1 year	Paper/Electronic		<input type="checkbox"/>
G1017-30	<b>DISASTER RECOVERY/</b> <b>BUSINESS CONTINUITY PLANS</b>	Until superseded	Paper/Electronic		<input type="checkbox"/>

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(Local government entity)

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G1017-31	<b>TEXT MESSAGES</b> — Sent or received on <u>County or Personal</u> cell phones <u>and</u> documenting County business	Retain according to content – see G1017-05 through G1017-08	Electronic		<input type="checkbox"/>

\*Media Type - Electronic Record is any combination of text, graphics, data, audio, pictorial, or other information representative in digital form that is created, modified, maintained, archived, retrieved, or distributed by a computer system.

\*Electronic Mail (e-mail) is a *format* in which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series that the content most closely fits.

THIS GENERAL SCHEDULE DOES NOT MODIFY OR SUPERSEDE ANY SPECIFIC OFFICE, AGENCY, OR DEPARTMENTAL SCHEDULE ALREADY APPROVED BY THE COUNTY RECORDS COMMISSION.

WHEN USING THIS GENERAL SCHEDULE, A CERTIFICATE OF RECORDS DISPOSAL (RC-3) IS NOT REQUIRED BY THE RECORDS COMMISSION.